



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|---|--|--|--------------------------------------|
| Application Date | 1. Agency Address Department of Transportation Planning Data Services 5025 New Peachtree Road, Room 106 Chamblee, GA 30341 | Application Number 73-405-A | |
| Application Number | | Date Received NOV 10 1981 | Date Completed DEC 16 1981 |
| 2. Person to Contact Michael A. Penney | | Working Title Statistical Analyst | Telephone Number 393-7319 |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>73-405</u> Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest Latest | | 5. Records Series Title (followed by title used in office, if different) Continuous Count Traffic Data File | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Planning and Programming, including Planning Data Services, is responsible for the development of long and short range transportation plans, project scheduling, research and development program, drafting and revising maps of cities, counties and the state, the collection of statistical data, and the compilation of traffic survey data. This includes highway systems, aviation and airport systems development, and mass transit. | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The compilation of Continuous Traffic Counts. Included are: Monthly EDP printout of monthly continuous traffic recorder data, and an annual summary report of continuous count traffic data. File is arranged: By month, year, location. The annual summary report is arranged chronologically by year. | | | |
| 8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>X</u> _____; Shelves _____; Other (specify) _____ | | | |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|----|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| | X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | | c. Is this a vital record? |
| X | | d. Does this series have historical or long term research value? |
| X | | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| X | | f. Is the information contained in this series ever published? If yes, attach copy. |
| X | | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| X | | j. Does the record series result in a computer printout? It is a print out from computer. |

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) three year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
|----------------------------------|------|--|------|
| | | | |

| State Records Committee (Signature) | | Date |
|-------------------------------------|--------------|---------|
| State Auditor/Designee | | 12-8-81 |
| Secretary of State/Designee | Carroll Hart | 12-7-81 |
| Attorney General/Designee | | |

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)



Department of Transportation

State of Georgia

No. 2 Capitol Square

Atlanta, Georgia 30334

THOMAS D. MORELAND
COMMISSIONER
STATE HIGHWAY ENGINEER
EMORY C. PARRISH
DEPUTY COMMISSIONER

HAL RIVES
ASST. STATE HIGHWAY ENGINEER
DANIEL O. KELLY
TREASURER

November 4, 1981

Ms. Mary Hall
Governmental Records
State Archives Building
Atlanta, GA 30334

Dear Ms. Hall:

We would like to alter the current retention status of our Continuous Count Traffic Data. Presently, the data is held in the current files area for three years, transferred to the record center and held there for five years, then destroyed. Our request entails keeping the data in the current files area for three years and then sending it to the Archives for permanent retention.

Enclosed is disposition standard number 73-405 for your approval. Please contact Mr. Mike Penney at 393-7319 if there are any problems with this request.

Yours very truly,

A handwritten signature in cursive script, reading "Jack Williams", is positioned above the typed name.

Jack Williams, Chief
Planning Data Services Section

MP:bg

Enclosure



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

| | | | | | | |
|---|--|---|---|--|----------------|--------------------|
| 1. Application Date 6/7/73 | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | | POP RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUN 13 1973 73-405 JUN 18 1973 | | | |
| 2. Agency Application No. | 3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning & Programming - Office of Planning Traffic Survey Atlanta, Georgia | | 4. Person to Contact Jack Williams 5. Working Title Asst. Chief 6. Tel. No. 656-5341 | | | |
| 7. ACTION REQUESTED TO AMEND APPLICATION 321 <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED. | | | | | | |
| 8. Earliest & Latest Dates of Series 1950 - To Date | | 9. Exact Series Title Continuous Count Traffic Data File | | | | |
| 10. What is the function of the office in which this record series is created The Division of Planning and Programming is responsible for the development of long and short-range transportation plans, project scheduling, research and development program, drafting and revising maps of cities, counties and the State, the collection of statistical data, and the compilation of traffic survey data. This includes highway systems, aviation and airport systems development, and mass transit. | | | | | | |
| 11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to the compilation of continuous traffic counts. Included are machine counter tapes, coding sheets, a monthly EDP printout - monthly Continuous Traffic Recorder Data, and an annual summary report - Continuous Count Traffic Data Report. The monthly report is filed by month, year and location. The annual report is arranged chronologically by year. | | | | | | |
| ATTACH SAMPLES OF THE FILE | | | | | | |
| 12. EQUIPMENT OCCUPIED | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | | No. of Drawers | Cu. Ft. of Records |
| Letter-size File Drawers | | | | | 3 | 4.5 |
| Legal-size File Drawers | 4 | 8 | Floor Space Occupied (Square Feet) | | 13 | 15 |
| Book Shelf | | 1 | | | This Year's | Last Year's |
| Storage Area- Forest Park | | 30 | AVERAGE DAILY REFERENCES | | 5 | 5 |
| | | | | | 4 | 1 |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series? YES [X] NO []
14. Is there a duplication of this series in another office or agency? YES [X] NO []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. YES [X] NO []
16. Does the series contain classified information requiring security handling? YES [] NO [X]
17. Does the series initiate, amend or terminate agency policies and procedures? YES [] NO [X]
18. Could the function be performed if the files were lost or destroyed? YES [X] NO []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? YES [] NO [X]
20. Does the record series provide data as input to an EDP file? YES [X] NO []
21. Does the record series contain documentation produced as EDP printout? YES [X] NO []
22. Has the Federal Government issued instructions governing retention/disposition of these files? YES [] NO [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? YES [X] NO []

24. REQUIREMENTS. The following requires the files to be kept permanently. ~~years~~ ~~x~~

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

The series enables the extrapolation of future traffic trends and provides insight into why the transportation system has developed as it has.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

-[X] CALENDAR YEAR -[] FISCAL YEAR -[] Other

then:

Other:

Paper Tapes and Coding Sheets: hold in current files area until FDP report finalized; then destroy.

Monthly Report: hold in current files area 3 years; transfer to record center; hold 5 years; then destroy.

Annual Summary: hold in current files area 5 years; retire to State Archives; hold permanently.

Attach Samples of the Series

Records Management Officer

Date 6/15/73

26. Recommendations

in Paragraph

25 are:

[] Approved [] Disapproved

[X] Approved [] Disapproved

[X] Approved [] Disapproved

[X] Approved [] Disapproved

Head of Agency/Designee

Department of Audits/Designee

Secretary of State/Designee

Department of Law/Designee

Date 6/6/73

Date 6-14-73

Date 6-13-73

Date 6-18-73

CONTINUOUS COUNT TRAFFIC DATA FILE

Explanation of Yes Answers to Questions 14-23

14. Copies of the series are distributed to FHWA and various sections.
15. The monthly reports are summarized in the annual report.
18. The data is stored on magnetic tapes. If necessary the series can be reconstructed from the magnetic tapes.
20. The series provides input into the Monthly Continuous Traffic Recorder Data Report and the Continuous Count Traffic Data Recorder.
21. The monthly reports are EDP printouts.
23. The Continuous Count Data File is used in conjunction with the Vehicle Classification Data File to predict traffic trends. The series provides historical data necessary for the planning of the State's highway systems.

The series also provides insight into why Georgia's highway systems have developed as they have. Traffic Survey receives numerous requests from the public for historical traffic data.